

GROUNDSKEEPER

DEFINITION: Under immediate supervision, performs a variety of routine grounds maintenance and landscaping work; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs minor maintenance and repair work; changes light bulbs, resets timing for sprinklers, furnaces, and air conditioners; changes filters, drains water lines; prepares for winterization; maintains all grounds in a clean, safe manner; cultivates flower beds, applies fertilizer, insecticides, herbicides; mows and waters lawns; sweeps walkways and paved areas; trims shrubs and trees, weeds flower beds, plants trees, shrubbery, and flowers; cultivates soil, de-thatches lawn when needed; hauls weeds and trash; operates a variety of hand and power tools in performing repair work; maintains and orders supplies; secures all equipment and supplies; maintains awareness of personnel and reports any unauthorized personnel or activities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of grounds keeping, landscaping methods, practices and procedures.
Knowledge of care and maintenance of plants, flowers, shrubs and grasses utilized in landscaping.
Knowledge of occupational safety and health regulations and guidelines.
Knowledge of preventive maintenance and repair of equipment and tools used in the care and maintenance of grounds.
Knowledge of minor preventative maintenance and repair of facilities and grounds.
Skill in following verbal and written directions.
Skill in maintaining a clean safe working environment.
Skill in maintaining lawns, garden and planters.
Skill in using customer service techniques when responding to inquiries/complaints.
Skill in safely mixing, utilizing, and disposing of herbicide, pesticides and insecticides.
Skill in operating lawn mower, small tractor, etc.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders, and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

MINIMUM QUALIFICATIONS:

- One (1) year of grounds maintenance, landscaping or gardening experience.

PREFERRED QUALIFICATIONS:

- A high school diploma or GED.

Supplemental Requirements:

Additional certification may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.